

POSITION DESCRIPTION EP

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

PART I-Position Information

1. Agency Name Department for Children and Families	9. Position Number K0055645	10. Budget Program Number 23842
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Social Worker Specialist	
3. Division East Region	12. Proposed Class Title	
4. Section Prevention and Protection Services	13. Allocation	
5. Unit Children and Family Services	14(a). Effective Date	14(b). FLSA Code
6. Location (address where employee works) City: Topeka County: Shawnee	For Use By Personnel	15. By Approved
7. (Circle appropriate time) X Full time X Perm. Inter. Part time Temp. 100 %	Office	16. Audit Date: By: Date: By:
8. Regular hours of work: (circle appropriate time)	17. Position Reviews Date: Date:	

FROM: 8:00 AM/PM TO: 5:00 AM/PM

The position may require work beyond normal business hours including evenings, weekends, and holidays to meet the needs of the customers. There may be little to no notification of the need to work beyond normal business hours due to the immediate need to ensure safety of the customers we serve.

Date: Date:

PART II-Organizational Information

18 (a). Briefly describe why this position exists. What is the purpose, goal, or mission of the position.)

This position is based out of the Topeka DCF office. The coverage areas will be primarily Wabaunsee and Pottawatomie Counties. Coverage of other surrounding counties will be required as needed.

The direct service social worker will provide protective and preventive services. Prevention is defined as prevention for out of home placement for children. The social worker will investigate allegations of abuse and neglect, perform risk and safety assessments, develop safety plans, provide information about and referrals to community resources for at risk families, and make appropriate referrals to contracted family preservation and foster care providers.

This position works in a cooperative fashion with customers, staff, and agency partners to provide efficient and effective service. At DCF, the customer is placed at the center of planning, policy development, program implementation, and practice with customer outcomes driving decision-making at all levels. By integrating services, we create and maintain a prevention focus as a way of doing business by interacting and engaging with others to proactively foster well-being. The social worker in this position will understand, promote, and respect the concept of an integrated service team, and actively participate in IST meetings.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Brenda Henry	SW Supervisor	K0057154

Who evaluates the work of an incumbent in this position?

Name
Same

Title

Position Number

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Under the direction of a Social Work Supervisor, the worker is allowed to develop methods of case work within the scope of established policy, Kansas Law, and federal guidelines. Considerable latitude is given in direct work with consumers as to which services to provide, when, and how often. Cases are assigned in writing in a general manner without much detail.

- b) Which statement best describes the results of error in action or decision of this employee?
- () Minimal property damage, minor injury, minor disruption of the flow of work.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - (X) Major program failure, major property loss, or serious injury or incapacitation.
 - () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

No.	%	E or M	
			All tasks below are reviewed periodically by supervisor through case readings, individual conferences, and participation at decision points, may also be reviewed by internal or external auditors.

Integrated Service Team Member Job Duties

1. 35 E **Customer Service**

Investigates child abuse allegations and provides prevention services to maintain children in their homes. Refers children and families to appropriate Child Welfare Case Management Providers. Attends initial meetings and initial case plan with Child Welfare Case Management Providers and families. Testifies at court hearings for temporary custody, adjudication, and termination of parental rights. Attends meetings as requested for mental health services. Develops alternative to meet customer needs by being open minded, using creative thinking and problem solving skills.

Provision of Family Services: Using the Family Based Assessment as the basis for service delivery, Social Worker plans, provides and teaches identified services to family members to effect behavioral changes what will allow family members to gain insight about themselves and relationships with others, learn problem-solving techniques, make needed social adjustments, set and achieve realistic goals, and become as self-sufficient as possible. Social Worker uses advanced interviewing, communication and counseling skills that simultaneously apply ethical standards, sound knowledge of social work practice and human behavior. The Social Worker constantly reassesses the family during the course of the service contract to assure safety of members and provision of essential service need to remedy identified problems as they arise.

Included services are counseling by worker with youth and family, placement crisis management on as-needed basis when placement is threatened or youth becomes at risk (run-away, suicidal, etc.). Placement supervision entails frequent one-on-one contact between Social Worker and youth and between Social Worker and family. Periodic court appearances are mandated on these cases.

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2. 25 E **Teamwork**

Fully participates in integrated service team. This will be demonstrated by regular attendance at the scheduled meetings, active participation in team meetings, identifying and inviting families and/or individuals who could benefit from the IST process, completing work assignments timely, working collaboratively with team members, and notifying the IST coach and worker's supervisor in advance when unable to attend. Sees the goals of the team and needs of the customer as more important than personal or program specific agendas. Is flexible and uses program expertise to contribute to finding solutions to customer problems. Involves other team members in exploring solutions.

Team Membership/Team Leadership: Worker participates as a team member with physicians, psychologists, school and court personnel, Social Workers, counselors and others, in planning and implementing family and individual treatment programs. Worker must, at times, serve as a team leader, and other times will be a contributing team member as teams provide wraparound services to enable family to meet the goal of remaining together. Worker will develop plans for families to maintain children in a safe, stable environment, while ensuring the families receive all necessary and eligible services that are needed.

3. 20 E

Communication

Knows, understands, and communicates agency direction to others and relates work to overall goals of DCF and state government. Communicates with customers, the community, managers and co-workers in a manner that is courteous, respectful, and protects human dignity. Establishes rapport and engages with customer in a manner which allows incumbent to effectively assess customer needs through allowing the customer to tell their story. Communicates options for agency and community services to meet identified customer needs in a manner that the customer can understand. Effectively communicates customer needs to team leader, other team members, and appropriate community partners in order to facilitate development of a customer-driven service delivery plan.

Worker will meet weekly or as needed with supervisor to discuss case. Maintaining timely and accurate communication is essential in assuring a smooth operation and to ensure services are delivered to clients effectively. Case logging will be done on an ongoing basis. All additional forms, reports and letters will be completed in accordance with agency policies, regulations and procedures (including letters or requests to County or District Attorney, and notices sent to parents and/or alleged/substantiated perpetrators at the time of case finding). Family Service cases will include the required paperwork in the file and be signed by all parties at the time the case is initiated. Family Preservation and Foster Care referrals will be made, and worker will perform duties associated with these referrals according to agency policies and procedures. Internal and external communication with all parties involved must be on-going and consistent, as to ensure child safety and excellent customer service. Reviewed by supervisor at weekly conference for timeliness, thoroughness and accuracy.

4. 20 E

Leadership

Demonstrates leadership by fostering a commitment to achieving mission, vision, and guiding principles of the agency, the region, and the Program and Service Integration line of business. Serves as advocate for customer throughout all program areas and lines of business within the agency. Identifies gaps and needs for community and agency services and seeks to develop needed services. Models behavior expected from others. Ensures relationships within and between Integrated Service Team members, Integrated Service Teams, and lines of business are constructive and demonstrate mutual support, respect, trust, openness, and value diversity.

The worker will be a positive role model for the agency and will be a full participant in making the organization a High Performance Organization. The worker will sometimes participate on task force groups, meetings in the community, etc. The worker will actively participate in unit meetings and training seminars. The worker will receive training from the agency in order to assess families and to provide services. It is the responsibility of the worker to accumulate 40 Continuing Education Units (CEU's) every two years to maintain their social work license. Work will be reviewed by supervisor at weekly conference or as need for timeliness, thoroughness and accuracy.

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

Incorrect policy adoption and implementation could result in depletion of limited resources; affect the well-being of low income consumers; loss of staff and federal funding; and lawsuits and/or civil actions. Children could be harmed or experience unnecessary trauma. Poor service delivery could affect community resources as well as provider participation in efforts to accomplish goals and objectives. Ineffective delivery of program services could result in prolonged dependency on assistance programs.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position/KIPPS Number
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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Person in this position is in constant contact with other employees of DCF, courts, school, physicians, and others in order to deliver protective and family services to consumers.

This position requires daily contact with agency employees, including administrative and supervisory staff, community agencies, government officials, community leaders, and the general public. Contacts by this position are: in person (often in the home of the customer and sometimes in the office) by telephone, or email to provide information regarding agency programs, policy, and procedures and to obtain input for evaluation, change, and to insure local and government cooperation.

25. What hazards, risks or discomforts exist on the job or in the work environment?
- The work environment involves hazards, risks or discomforts typical of working with or around abusive or hostile clientele. Exposure to disagreeable weather conditions, disease, unsanitary conditions, risk of physical injury, extreme levels of temperature, inadequate ventilation and lighting are normal.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.
- Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, scanner , calculator, shredder, telephone, typewriter, all general office equipment, and vehicle to travel for business required. Frequent use of digital cameras and occasional use of video cameras, audio recorders is required.

PART III-Education, Experience and Physical Requirements Information.

27. Minimum Qualifications as stated in the State of Kansas Class Specification.
- License to practice social work in the State of Kansas at the time of hire.

- 28.SPECIAL REQUIREMENTS
- A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).
- Security Clearance; Maintain a valid driver’s license
- B. List any skill codes or selective certification required for this position.
- Selective certification must first be approved by the State Division of Personnel Services.
- C. List preferred education or experience that may be used to screen applicants.
- Six months experience assisting individuals and families with social and economic problems as a licensed social worker.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge

- *Knowledge of ethical standards, principles, and practices of social work, counseling, and human behavior.
- *Knowledge of clinical assessment principles and techniques.
- *Knowledge of interviewing and other information gathering techniques.
- Knowledge of principles of consulting, teaching, and learning.
- Knowledge of the structure and function of mental health and welfare services.
- *Knowledge of the theories of group interaction and therapeutic intervention.
- Knowledge of client outcome identification and measurement.

Abilities

- *Ability to develop and implement individual treatment plans with flexibility and independence.
- *Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practice.
- *Ability to work efficiently and effectively with other staff and community organizations.
- *Ability to function constructively under the pressures and risks involved in working with persons having complex social, physical, emotional, and mental problems.
- *Ability to identify dysfunctional relationships and environmental conditions.
- *Ability to exercise sound judgment in the performance of assigned responsibilities.
- *Ability to write meaningful, concise, and accurate reports and correspondence.
- Ability to provide testimony at court hearings.
- *Necessary at Entry

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work is in local office, community settings and in client homes. The employee may be required to perform handling activities with lightweight or easily moved items (e.g. books, file folders, boxes of office supplies, small machine parts, etc.); perform moving activities for brief periods; operate light equipment; perform repetitive motions for brief periods.

This employee must have the ability to communicate clearly in person, by phone, e-mail, written case logs, and various reports and letters required for this position. Must be able to travel, operate a motor vehicle, and be away from their home or office for periods of time when attending meetings, trainings, and conferences, when conducting interviews and safety assessments, and when transporting children, etc.

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

Employee is instructed to use standard safety devices available and provided for machinery and equipment, e.g. wrist rests for computer keyboards, seatbelts for automobiles, etc. Employee is instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. When transporting agency customers or youth in custody, staff are instructed to take precautions to insure their safety and the safety and welfare of those being transported, including adherence with child safety seat regulations, and adherence with state policy in regard to use of cell phones and other electronic devices when operating a vehicle in the course of conducting state business. Employee is cautioned to execute strict key control for agency facilities and lock all doors after normal duty hours. To ensure the safety of employees and customers, East Region staff are expected to display their ID badges when at the work site, and to comply with approved safety policies and procedures posted on the regional web page.

PART IV-Signatures

Signature of Employee

Date

Signature of Personnel Official

Date

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date